

**California Health & Human Services Agency -
SB 910 Strategic Plan for an Aging Population**

**NOTES FROM PLAN DEVELOPMENT TASK TEAM MEETING
December 18, 2002**

- I. Rob Schladale, Assistant Secretary of the Health and Human Services Agency, and Lora Connolly, Chief Deputy Director of the Department of Aging, welcomed the Team. Team members went around the table and introduced themselves and their organizations.
- II. Lora presented background information on SB 910 and discussed the nature and status of the University of **California Policy Research Center (CPRC)** work as mandated by the legislation.
 - Phase 1 is complete and includes one 53 page Planning Framework and 11 working papers on the key issues facing California's aging population
 - Phase 2 is the demographic study. This is complete and will be distributed to the task team in January. (*Note: This is the subject of our pre-meeting briefing.*)
 - Phase 3 is a plan for a longitudinal database. This is also essentially complete, only requiring style-related edits. This too will be distributed to the team in January.

Rob went through the proposed timeline noting that there is a possibility that the deadline of July 1, 2003 might be extended for a month or two, but at this time we must assume the July 1 deadline. A timeline was distributed.

- III. The CHHSA approach to developing the plan was presented by Cheri Jasinski, Project Coordinator. She presented the proposed approach and methodology, the suggested Plan Development Task Team (PDTT) Charter, the strategic plan draft outline/ elements, and discussed the cross-cutting issues.

The original concept was for task team members to actually participate in writing the plan extensively using the materials from the CPRC studies and other existing materials. Other materials could include reports such as the draft report from the **Department of Aging** on *Older Adults and Traffic Safety*, the report from **AARP** on *Trends in Health Security*, and the public input from the **Commission on Aging** field meetings.

- IV. Discussion on Approach
Several of the team members expressed serious concern over the concept of stakeholders writing the first draft of the plan. The reason was almost universally lack of resources. Some team members thought that the Agency was given funding to develop the plan. Lora clarified that SB 910 provided funding only to the University of California, not the Agency. This fact notwithstanding, the Agency Project Coordinator, Cheri Jasinski, said that she expects to do the lion's

share of the writing and to integrate and adapt other materials to produce a unified plan.

Cheri said existing material, such as mentioned above, should provide the vast majority of material required for the plan. To test this assumption, Lora Connolly suggested that all team members read the two CPRC working papers related to Section III of the proposed plan outline, **Economic Security and Quality of Life**, and be prepared to discuss the extent to which the material can be used to complete the section. This will be an agenda item for the next meeting.

The primary purpose of this “homework” is to understand what resources are already available that we might readily incorporate into our plan, and thereby get a sense of exactly what additional material (and therefore, effort) is required or desired to produce the plan.

V. The following Next Steps were accumulated throughout the meeting:

WHAT	WHO	WHEN
1. Read the two UC papers, Population Aging and Economic Well-Being, in terms of Section III of the outline of suggested plan elements. Study the papers to determine if all the relevant issues are covered and be prepared to discuss what, if anything, is missing.	All	For 1/30
2. Take an “inventory” of reports and papers produced by your organizations and determine those appropriate for use in our strategic plan. If feasible, bring to next meeting. If too much list topics or titles.	All	For 1/30
3. Determine if additional Task Team members are needed. Send names, phone and e-mail address to Cheri	All	1/27
4. Get all CPRC working papers for Task Team	Cheri	1/31
5. E-mail all materials from meeting to absent members	Cheri	12/31
6. Determine if other states have Strategic Aging Plans	Tom Porter	1/31
7. Set up a SB 910 Plan Website	Cheri	1/31
8. Send everyone the working papers on Population Aging and Economic Well-Being.	Cheri	12/31

VI. The meeting closed with a decision to hold the next meeting on Thursday, January 30 from 1:00 to 3:00 PM.
(Note: Due to the noon CPRC briefing on Jan. 30, the meeting time has been changed to 1:30 to 3:30 PM.)